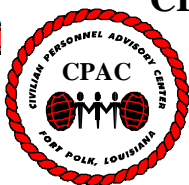




**JOINT READINESS TRAINING CENTER AND FORT POLK**  
**CPAC, NON-APPROPRIATED FUND (NAF)**  
**FORT POLK, LOUISIANA 71459-5341**



*“ARMY CIVILIAN PERSONNEL PROFESSIONALS--  
 HELPING LEADERS MEET THE MISSION”*



NAF NEWS BULLETIN  
 NUMBER 2

July 2001

**NONAPPROPRIATED FUND**  
**(NAF) WAGE RATE**  
**SCHEDULES AND PAY**  
**RANGES FOR THE WAGE**  
**AREA OF RAPIDES, LOUISIANA**

1. The Department of Defense, Civilian Personnel Management Service, Wage and Salary Division, Nonappropriated Fund Pay Systems Branch has issued new wage rate schedules for Nonappropriated Fund (NAP) employees in the Rapides, Louisiana Wage Area, which includes Fort Polk. The new schedule applies only to NAF employees in Pay Bands 1, 2 and the minimum rate of Pay band 3{NF} and Trades, Crafts and Labor occupations {NA, NL, and NS}.

2. The effective date of the new wage rate schedule for NA, NL and NS employees is 7 July 2001. The average hourly increase for non-supervisory employees is 3.7 percent or an average of 24 cents per employee.

3. The effective date of the new pay ranges for Pay Band (NF) employees is the first day of the first pay period beginning on or after 7 July 2001 (**12 July 2001**). The average hourly increase for NF level 1 is 4.1 percent or 27 cents, and for NF Level 2 is 3.3 percent or 27 cents. The rates of pay for NF Levels 1, 2, and the minimum of level 3 are adjusted in accordance with the local prevailing rate surveys. The rates of pay for NF Levels 3, 4, 5, and 6 are adjusted as the General Schedule {GS} is adjusted.

4. Nonappropriated Fund Employees paid under Child and Youth Program Schedules (CC) are not included on this schedule.

5. Questions concerning the new pay schedule should be referred to the Civilian Personnel Advisory Center, Nonappropriated Fund Division, telephone 531-4955/6631/6301 or 4906.

**NA Rates**

NA-NL-NS Grade	1	2	3	4	5
1	5.59	5.82	6.05	6.29	6.52
2	5.95	6.20	6.45	6.70	6.95
3	6.33	6.59	6.85	7.12	7.38
4	6.69	6.97	7.25	7.53	7.81
5	7.08	7.37	7.66	7.96	8.25
6	7.44	7.75	8.06	8.37	8.69
7	7.77	8.09	8.42	8.74	9.07
8	8.11	8.47	8.79	9.12	9.46
9	8.51	8.87	9.24	9.59	9.94
10	8.92	9.30	9.65	10.04	10.41
11	9.30	9.68	10.07	10.46	10.85
12	9.67	10.08	10.48	10.89	11.29
13	10.05	10.46	10.88	11.30	11.72
14	10.41	10.85	11.28	11.72	12.14
15	10.78	11.23	11.68	12.13	12.58



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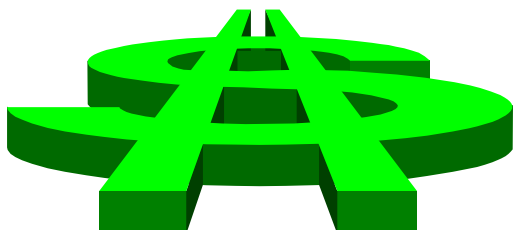
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**NL Rates**

NA-NL- NS Grade	1	2	3	4	5
1	6.14	6.40	6.66	6.91	7.17
2	6.56	6.83	7.10	7.38	7.65
3	6.96	7.25	7.54	7.83	8.12
4	7.36	7.67	7.98	8.28	8.59
5	7.78	8.10	8.43	8.75	9.08
6	8.19	8.53	8.87	9.22	9.56
7	8.54	8.90	9.28	9.61	9.97
8	8.95	9.32	9.68	10.06	10.43
9	9.37	9.77	10.15	10.54	10.93
10	9.82	10.23	10.64	11.03	11.46
11	10.22	10.65	11.07	11.50	11.93
12	10.64	11.08	11.53	11.97	12.41
13	11.05	11.51	11.97	12.43	12.89
14	11.46	11.94	12.41	12.89	13.37
15	11.85	12.35	12.85	13.34	13.84

**NS Rates**

NA-NL- NS Grade	1	2	3	4	5
1	7.22	7.52	7.82	8.12	8.43
2	7.60	7.91	8.22	8.54	8.85
3	7.96	8.29	8.62	8.96	9.29
4	8.33	8.68	9.02	9.37	9.71
5	8.71	9.07	9.43	9.80	10.16
6	9.08	9.45	9.83	10.21	10.59
7	9.44	9.84	10.23	10.63	11.02
8	9.83	10.23	10.64	11.05	11.46
9	10.23	10.65	11.08	11.52	11.95
10	10.71	11.16	11.59	12.04	12.50
11	11.16	11.62	12.09	12.56	13.02
12	11.60	12.09	12.58	13.06	13.54
13	12.06	12.56	13.06	13.57	14.06
14	12.50	13.02	13.53	14.05	14.57
15	12.93	13.47	14.01	14.55	15.09
16	13.48	14.04	14.60	15.16	15.73
17	14.02	14.60	15.19	15.78	16.36
18	14.56	15.16	15.77	16.38	16.98
19	15.09	15.73	16.36	16.98	17.61



**PAY RANGES**

NF Levels	MINIMUM		MAXIMUM	
NF Levels	Per Yr	Per Hr	Per Yr	Per Hr
1	10,750	5.15	19,370	9.28
2	13,570	6.50	24,310	11.65
3	17,840	8.55	48,500	23.24
4	29,500	14.14	76,500	36.66
5	54,000	25.87	121,218	58.08
6	90,000	43.12	*	
* NF Level 6 rates are set IAW DOD Manual 1400.25-M, Subchapter 1405, Appendix A, D.1.b., as amended October 1999.				

**EMPLOYMENT OF  
MILITARY PERSONNEL**

Active duty enlisted military members may be employed by a NAF activity after duty hours in a Regular Part-Time or Flexible appointment and the tour of duty may not exceed 34 hours per week. These employees are referred to as "Off Duty Military" or "ODM".

Prior to employment of ODM personnel, the written approval of the military member's commander must be obtained. If at any time the commander determines that off duty employment is detrimental to military duty, employment will be terminated upon written notification from the commander.

The employment of commissioned and warrant officer personnel is prohibited except that compensation may be paid by NAF for services rendered under a personal services contract. Such services will be limited to those prescribed by AR 215-4 and AR 215-1 (officiating at sporting events and conducting educational, religious, recreational, or entertainment activities).

Active duty military personnel are prohibited from employment in an Appropriated Fund position.

Retired members of the Armed Forces of the United States who are entitled to pay for service as such members under any provision of law,

may be considered as eligible for employment in NAF. Employment will be effected on an equitable basis and in strict compliance with merit principles and open competition. The following provisions will be strictly observed before employing any retired member of the uniformed services:

(1) Full consideration will be given to all eligible and qualified employees of the recruiting activity before any outside recruitment.

(2) Recruitment will be designed to ensure that reasonable efforts are made to obtain applicants from all possible sources and in a manner which will avoid any suspicion of attempts to unduly limit competition to a particular individual.

(3) Qualification requirements will not contain provisions which unduly limit competition or provisions designed to give advantage to a particular individual.



(4) Before selecting and appointing a retired member of the Armed Forces of the United States to a NAF position, it must be clearly established that they are better qualified than any current employee.

(5) Positions will not be held open pending the retirement of a member of the uniformed service in order to provide that person with preferential opportunity to apply or be appointed to the position.

Employment in a civilian position, regardless of the grade of the position, of retired military members of the uniformed service by any Army NAF within 180 days immediately following retirement requires prior approval of the commander having jurisdiction over the NAFI. No appointment of any kind may be made until approved by the commander.

If that seems like an Appropriated fund rule, it is because it is similar except for the approval level. But wait! Here's a NAF unique

rule.

Off Duty Military personnel may continue employment in NAF upon retirement from military service. However, no change in the grade/level or appointment category can be accomplished during the 180 days waiting period without full compliance with (1) through (5) above.



## **WE'VE BEEN ASKED**

**1Q:** *Does my service with AF count for leave purposes?*

**A:** Prior service as an appropriated fund employee is creditable only if the employee has moved from a DOD appropriated fund position to a NAF position without a break in service of more than 3 days.

**2Q:** *When applying for a job, can I ask for more pay than what is being offered?*

**A:** Yes, if it is with pay banding (NF & CC) unless the pay being offered is already the highest amount they can offer in that pay plan & level.

**3Q:** *How much sick leave do I accrue every pay period?*

**A:** If you are in a flex position, you do not accrue any sick leave. if you are in a regular position, you will accrue at the rate of 5% of the total hours in a pay status up to a maximum of 40 hours a week.

**4Q:** *When I separate from NAF will I get a lump-sum payment for my sick leave?*

**A:** No. Under no circumstances is lump-sum payment authorized for accumulated sick leave when the employee is separated.

**5Q:** *If I did not use my spouse preference for my current NAF position, can I use it for another job with NAF at this installation.*

**A:** Assuming you are eligible for spouse preference, the answer would be yes but only if your current NAF position is a temporary position (not to exceed 1 year).

**6Q:** *How old do I have to be to be employed with NAF?*

**A:** Within Louisiana the minimum age requirement is 14 years of age. (with restrictions, on employment in certain prohibited employments).

**7Q:** *I am in an NF position. When will I receive a pay increase?*

**A:** NF pay increases are based on performance and budget.

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## AETNA MEDICAL TIDBITS

Aetna Insurance does not have a reimbursement claim form for drugs. Their philosophy is that you have a medical card which shows your copay and it should be used at the time the drugs are purchased. If you are in the plan and for some reason, you do not show up in the Aetna system, you should contact NAF Personnel or Employee Benefits Office 1-877-384-2340.

**Section 125 Pre-tax Health Premium Reminder.** Under IRS codes, employees may not cancel health insurance during the plan year (Jan 1 - Dec 31, 2001) if they did not opt out of the Pre-Tax Health Premium Program during the open season unless cancellation is due to a "life event" such as birth of a child, death, marriage, loss of coverage under a spouse's plan, or divorce. Further information may be obtained from the NAF CPO. Or anything else



## ONE-STOP SOURCE OF INFO ABOUT FEDERAL PROGRAMS

How can I stop telemarketers from calling me? How do I get a passport? Where do I find out about Federal jobs in my area? How do I get a copyright for a game I invented? These are just a few of the questions the National Contact Center of the Federal Consumes Information Center answers every day. They've brought together information from hundreds of Federal offices so you get the help you need right away.

Now, a toll-free phone call connects you to this one-stop source of information about the Federal government. Whether you want help starting a small business, buying a Treasury note, or getting a Social Security number for your newborn, you can get the answer fast if you make your first call 1-800-688-9889, Monday through Friday, 9 a.m. to 8 p.m. Eastern Daylight Time.

The National Contact Center answers almost 3 million calls a year -- that's about 10,000 questions a day. The folks there are trained for the job, are eager to help, and have the answers at their fingertips about the agencies, programs, and activities that make up the Federal government. The National Contact Center can help with your questions about state and local governments as well.

So give them a call when you want to buy surplus government property, report an unsafe product, find out about college loans, or contact your representative in Congress. If what you need is from or about the government, make 1-800-688-9889 your first call.

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## WHAT'S IN YOUR SUITCASE?

Life is a journey. As you embark on the future, take a look at what you have packed in your suitcase.



Is there a retirement plan, 401(k) savings plan, IRA, etc.? Will there be some type of income for you when you are no longer able to work? Are you depending on your spouse for income when you become retirement age? If you have divorced since starting to work for NAF, have you notified NAF Personnel about your beneficiary change?

Have you included life insurance through your Employee Benefits Office or through a private carrier? In the event of your death, will you be a financial burden on your loved ones?

Are you covered by a medical plan? What would happen if you are seriously injured and off work for a long period of time? Do you have enough sick leave to cover an extended illness? You should pack a few extra hours for just-in-case.

Is there some free time included for spending with your family or enjoying your favorite hobbies?

Pack your suitcase well and enjoy life to its fullest.

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## **ARTICLES FOR BULLETIN**

**If you have suggestions, topics or articles that you would like addressed in future bulletins, submit them to:**

**Civilian Personnel Advisory Center  
NAF Branch  
ATTN: Bill R. Chance  
7041 Radio Road  
Fort Polk, LA 71459**

**Or you can call 531-4955/6631. If at all possible, suggested topics will be addressed.**

**//ORIGINAL SIGNED//  
DONALD R. MALLETT  
Director, Civilian Personnel  
Advisory Center**

